



PMEA ADJUDICATION

MPA HOST EXPENSE

FORM 2018

MPA Date:

MPA Site:

Host Name:

HOST HONORARIUM & EXPENSES:

Honorarium: \$185 or waiver of 1 Registration Fee

Honorarium check payable to:

School Activity Account or Parent Booster Organization

Hospitality: \$

Hospitality reimbursement check payable to:

Host or Designee, School Activity Account or Parent Booster Organization. Please provide receipts.

ADDRESS IF DIFFERENT FROM HOST'S SITE ADDRESS

Other: \$

Only if pre-approved by the Adjudication Coordinator. Please attach receipts or invoice.

This reimbursement check should be payable to:

ADDRESS IF DIFFERENT FROM HOST'S SITE ADDRESS OR ON INVOICE

TOTAL: \$

ADJUDICATORS:

List the first and last name and the stipend owed for each adjudicator below.

FIRST & LAST NAME	TOTAL STIPEND *
#1:	\$
#2:	\$
#3:	\$
#4:	\$
#5:	\$

Submit a completed W-9 form for each adjudicator who is adjudicating his/her first MPA of the year.

**Any reimbursements for expenses other than the stipend itself must be pre-approved by Adjudication Chair and then documented by receipts (lodging, etc.) to be authorized for reimbursement.*

MPA Host Signature

Date Submitted

*Hosts - Please attach any receipts and submit this form to PMEA as part of the **Host Report to PMEA** within one week of the event. PMEA will issue payment/reimbursement checks within two weeks of receiving this Host Report.*